



Accredited

OCR LEVEL 3 CAMBRIDGE TECHNICAL CERTIFICATE/DIPLOMA IN SPORT

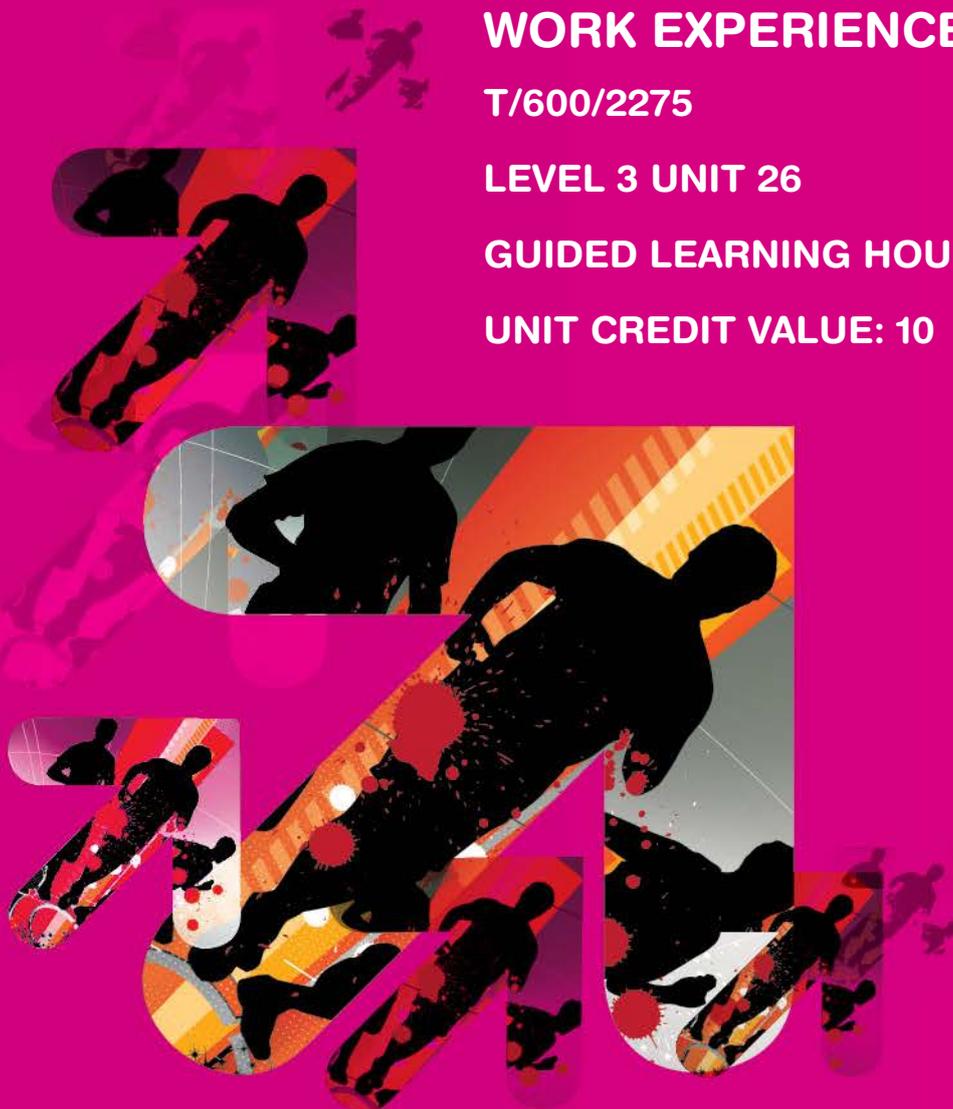
WORK EXPERIENCE IN SPORT

T/600/2275

LEVEL 3 UNIT 26

GUIDED LEARNING HOURS: 60

UNIT CREDIT VALUE: 10



WORK EXPERIENCE IN SPORT

T/600/2275

LEVEL 3

AIM OF THE UNIT

The ability to prove to future employers the knowledge of relevant experience in a similar field is highly desirable. This unit gives learners the opportunity to undertake a work experience placement within a sports environment. Public and private sector opportunities could be available to learners depending on local provision but could include experiences in sports journalism, physiotherapy, education and sport development. The unit aims to give learners an insight into the opportunities available to them and the skills that are required to improve their personal development.

PURPOSE OF THE UNIT

This unit gives learners the opportunity to experience first-hand the many and diverse roles that are available within the sports industry. The opportunity to experience work in a field they may end up in can be priceless to learners and give them the insight they need to make the right choices in the future. Learners will explore a range of sport related work within all sectors and also from the various providers in society.

The unit will help the learner to identify the different roles within organisations and the responsibilities of those involved within these roles. Learners will look at how a variety of roles can come together to ensure a complete understanding of the workings of an organisation. Learners will explore how organisations from different fields of provision can work together to form partnerships.

Learners will develop the key skills that are needed for career development by exploring how to prepare the necessary information needed in the application process. The unit also allows learners the opportunity to develop their own personal skills and interview techniques. The opportunity for an appropriate work experience placement is a key attraction for this unit. The learner will identify the workings of the organisation they will be based at, the position of the organisation within the local community and the role and responsibilities they will play themselves on the placement. Learners will be able to set their own aims and objectives for the placement and review how they match the values and procedures within the organisation.

Learners will be able to explore their own strengths and weaknesses from their experience, whilst suggesting recommendations for their personal development.

ASSESSMENT AND GRADING CRITERIA

Learning Outcome (LO) The learner will:	Pass The assessment criteria are the pass requirements for this unit. The learner can:	Merit To achieve a merit the evidence must show that, in addition to the pass criteria, the learner is able to:	Distinction To achieve a distinction the evidence must show that, in addition to the pass and merit criteria, the learner is able to:
1 Know about the opportunities for work-based experience in sport	P1 describe four realistic opportunities for appropriate work-based experience in sport	M1 outline an appropriate organisation for a work based experience in sport	D1 describe a range of job roles within an organisation and their contribution to the organisation
2 Be able to prepare for a work-based experience in sport	P2 select an appropriate work-based experience in sport and complete the application process		
	P3 demonstrate interview skills as an interviewee		
	P4 prepare for a work-based experience in sport, identifying targets, aims and objectives	M2 identify an organisation's values and procedures	
3 Be able to undertake a work-based experience in sport	P5 undertake a selected appropriate work-based experience in sport	M3 demonstrate compliance with an organisation's values and procedures	
	P6 maintain a record of activities and achievements during a work-based experience		
4 Be able to review a work-based experience in sport	P7 present evidence of activities and achievements during a work-based experience		
	P8 review a work-based experience in sport, identifying strengths and areas for improvement	M4 evaluate a work-based experience making reference to personal development needs and own career aspirations	

TEACHING CONTENT

The unit content describes what has to be taught to ensure that learners are able to access the highest grade.

Anything which follows an i.e. details what must be taught as part of that area of content.

Anything which follows an e.g. is illustrative, it should be noted that where e.g. is used, learners must know and be able to apply relevant examples to their work though these do not need to be the same ones specified in the unit content.

LO1 Know about the opportunities for work-based experience in sport

Organisations: i.e. sectors (e.g. health and fitness, sport development, sport and exercise sciences, sports media), providers- public sector, private sector, voluntary sector, partnerships.

Roles within sectors: (e.g. health and fitness (e.g. fitness instructor, sports nutritionalist), education, sport science (e.g. physiotherapist, sport psychologist)).

Structure: i.e. internal and external structure of organisations.

Specific considerations: (e.g. travel, hours, regulations, health and safety, roles and responsibilities, development opportunities, progression).

Application process: i.e. job specifications, application documents (e.g. CV, application form, letter of application, personal statements; interviews).

Interview skills: i.e. verbal communication (e.g. seeking clarification, relevant questions), non-verbal communication (e.g. body language, facial expressions), personal appearance.

LO2 Be able to prepare for a work-based experience in sport

Preparation: i.e. targets, aims, objectives.

Roles and responsibilities: i.e. own role- in relation to supervisor, colleagues, duties, line management/reporting structure, working with organisational procedures/processes (e.g. health and safety, time keeping, confidentiality, personal appearance), meeting organisation values, (e.g. equality of opportunity, respect for others, customer services), diary of daily activities.

LO3 Be able to undertake a work-based experience in sport

Placement: (e.g. planned activities).

Recording: (e.g. activities and tasks).

LO4 Be able to review a work-based experience in sport

Report: (e.g. activities, achievements, strengths and weaknesses).

Review: i.e. contribution (e.g. opportunities for self-development, skills gained), effectiveness (e.g. meeting requirements, achieving goals), evaluation (e.g. self, supervisor, customers).

DELIVERY GUIDANCE

Learners will need to be on a placement within a recognised sports organisation. The organisation can be from within any sector of the sports industry but will need to have an employer who is responsible for the guidance of the learners. The learners must produce work that is related to the specific organisation for assessment. The organisation will need to produce a witness statement/report on the learners placement. The location and duration of the placement is at the discretion of the centre, although learners will need to be given the opportunity to have the time to meet the tasks that are required of them.

LO1 Tutors can lead sessions on the different sectors and roles of the sports industry. Private, public and voluntary sectors will be looked at along with the relationships between them. Tutors can use a wide range of examples from each sector to provide information. It may be useful here for tutors to look at local provision as well as national. Learners own research can develop the understanding gained. Learners should be allowed to investigate for themselves the organisations they wish to be placed in although centres may have a list of relevant approved organisations already. Learners can gather information either by web based research or visits/ communication with the organisations themselves. Tutors should be used in a support role.

The application and interview process can be tutor led. There is the possibility here for visiting speakers from the sports industry to talk to learners about specific details. Learners should be given the opportunity to role play in order to practice their interview techniques and application writing. The opportunity for group feedback can be given in these situations to allow peers to develop their own knowledge and understanding of the process. Tutor supervision will be needed here. Looking at any organisations with current vacancies would be a good opportunity to gain learners attention in something that is current and relevant to them. For the distinction criteria a range is more than two.

LO2 Learners are required to carry out research into their work experience organisation. Web based research and communication with the organisation will enable learners to gain information about organisational procedures and values. Learners will need to be guided on individual aims and objectives. These will be relevant to the organisation in which they will be carrying out the placement. Understanding will be needed by learners on how these aims and objectives will

be relevant to the organisation and tutor guidance may be needed to help steer learners in the right direction.

LO3 The placements will be carried out differently across centres and will depend on individual learner circumstances. Centres, for example, may allow learners a block of 1 week to carry out a placement, whilst others may only be able to release learners for specific days in a week. It is important to remember that centres need to allow learners sufficient time to carry out the tasks required to meet the assessment criteria. Learners can carry out a variety of identified tasks on the placement or be responsible for one particular area, for example, conducting some research. The success of these tasks will be judged by the employer and the information returned to the tutor through a report or witness statement. Learners will need to keep a diary of activities during the course of the placement. On completion of the placement, learners will need to produce information as to the activities and tasks they carried out. It may be necessary for tutors to visit learners whilst on the placements to ensure that they are in a position to be able to meet the tasks required.

LO4 Learners will need to be able to review and evaluate the placement. This will be best done through a written report or as a presentation with slides. Learners will need to be able to highlight the success of the placement through their individual strengths and weaknesses. Learners will need to judge their overall effectiveness whilst on the placement. Learners can speak to the employer for evaluation of their performance whilst on the placement.

This unit is heavily weighted towards learners own research and performance throughout the placement.

GUIDANCE ON ASSESSING THE SUGGESTED TASKS

The table below shows suggested scenarios that cover the pass, merit and distinction criteria in the assessment and grading grid.

Criteria	Assignment title	Scenario	Assessment
P1, P2, M1, D1 and P3	Work based experience	Preparing information to market the local sports industry. Investigating the successful running of a selected sports organisation. Group or pairs working together in role play situations to develop technique and feedback.	Information booklet on 4 local sports organisations. Written work giving information of the organisation, its roles and how they combine to lead it to be a success. Practical- interviews with tutor/peers. Written- preparation, interview techniques.
P4 and M2	Prepare for work based experience	The learner produces a report for the organisation on their expectations.	Written report matching the learner's targets, aims and objectives with the values and procedures of the organisation.
P5 and P6	Undertake a work experience placement	The learner spends a set period of time with an employer.	Written diary of tasks and activities undertaken on the placement.
P7, P8, M3	Review your work place experience.	The learner produces a report for the tutor on their experiences, what went right, what can be improved on and how they aim to develop as individuals.	Written report of the placement, highlighting strengths and weaknesses. Review of how personal developments can be made.

RESOURCES

Textbooks

Corfield R – *Preparing the Perfect CV* (Kogan Page, 2006) ISBN 9780749448554

Corfield R – *The Perfect Job Application* (Kogan Page, 2007) ISBN 9780749450229

Corfield R – *Successful Interview Skills* (Kogan Page, 2006) ISBN 9780749445089

Masters J – *Working in Sport: How to Find a Sports Related Job in the UK or Abroad* (How to Books, 2008)

ISBN 9780749442484

Auld C, Cuskelly G and Hoyer R – *Working with Volunteers in Sport* (Routledge, 2006) ISBN 9780415384537

Dixon B – *Jobs and Careers after A Levels* (Lifetime Publishing, 2007) ISBN 9781904979210

Dixon B – *Sport and Fitness Uncovered* (Trotman, 2007) ISBN 9781844551217

Furlong C – *Careers in Sport* (Kogan Page, 2005) ISBN 9780749442484

Journals

Leisure Management

Health Club Management

Leisure Week

Leisure Opportunities

Leisure Manager

Websites

Exercise Careers www.exercisecareers.com

Total Jobs www.totaljobs.com

Leisure Opportunities www.leisureopportunities.co.uk

Leisure Jobs UK www.leisurejobs.net

Careers in Sport <http://www.careers-in-sport.co.uk/>

MAPPING WITHIN THE QUALIFICATION TO OTHER UNITS

Unit 8: Sport as a Business

Unit 22: Assessing Risk in Sport



CONTACT US

Staff at the OCR Customer Contact Centre are available to take your call between 8am and 5.30pm, Monday to Friday.

We're always delighted to answer questions and give advice.

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